

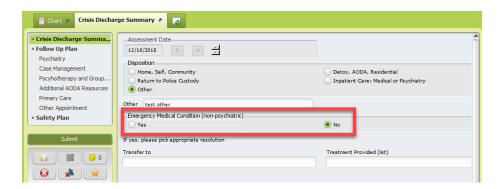


Crisis Discharge Summary/Crisis Discharge Summary Patient Acknowledgment Forms and Report- Use the guidelines below for completing these forms in Avatar and running the associated report.

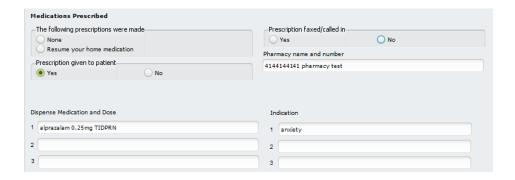
Crisis Discharge Summary- to be completed by Provider

The Crisis Discharge Summary (CDS) Form in Avatar replaces the paper form currently in use and has the same components. There is an <u>important</u> additional checkbox (Is this discharge summary complete?) at the end of the form and some workflow components that are different from the paper form, listed below.

 Generally, the Medical Screening and Status of EMC is completed prior to the CDS, and will automatically populate the Emergency Medical Condition section in the CDS.

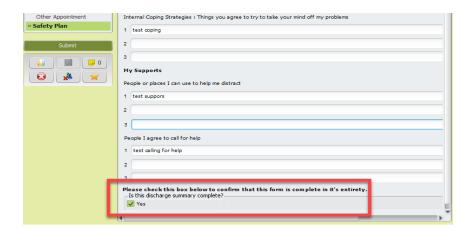


• Complete the Medications Prescribed section (including none as needed) for medications <u>prescribed</u>. You <u>will not</u> enter (as you did on the paper form) medications <u>administered</u> as medications administered will auto-populate on the report given to the patient only and not appear on the form.



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• There is a new checkbox at the end of the form to indicate the form is complete in it's entirety. Click 'Yes' in the checkbox when all sections are complete and you are the <u>final submitter</u>. It's very important to <u>select 'Yes'</u> when the form is complete as this indicates to nursing staff that the Crisis Discharge Summary Patient Acknowledgement Form is ready for the patient's signature.

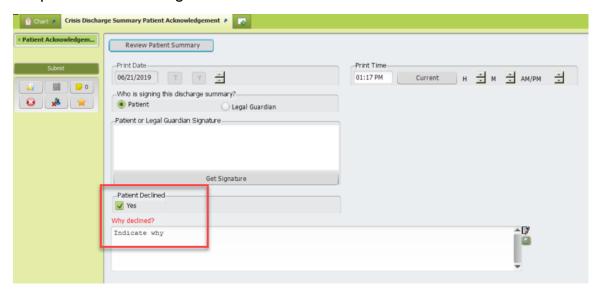


Crisis Discharge Summary Patient Acknowledgement Form and Report- to be completed by Nurse

- I. A widget in the Crisis Discharge Summary Patient Acknowledgement Form will indicate if the CDS is Complete, is Not complete, or if the form is Not Started. Do not have the patient sign and submit the form until a provider has submitted the CDS as Complete. (See your Manager for assistance if the CDS is not Complete and the patient is due to leave the facility.)
- 2. Click the <u>Review Patient Summary</u> button to launch a preview of the report summary that can be reviewed with the patient. Close the report.
- 3. Once reviewed, have the patient sign in the signature box on the form.



• If the patient declines to sign the acknowledgement form, select the 'Yes' checkbox and indicate why the patient declined to sign the form.



• Upon submitting the form, the Crisis Discharge Summary Report given to the patient is automatically generated and ready to print to the default printer, with the staff member's and patient's signature on the report. The report may be several pages long so adjust the printer settings as needed.